



# JUDICIAL BRANCH WORKLOAD FORMULAS DEVELOPED BY NATIONAL CENTER FOR STATE COURTS

January 2018

- **All workload formulas are updated annually based on the most recent three fiscal years of filings.**
- **Current workload calculations are based on July 1, 2014 – June 30, 2017 filings.**
- **Adjustments to case weights (minutes allotted per case type), day value (number of minutes available per day for case-related work activities), and year value (number of minutes available per year for case-related work activities) are made periodically by NCAOC in response to changes in law and/or practice.**

## Clerks of Superior Court

- 2007 – National Center for State Courts report set case weights, day values, and year values.
- 2008 – NCAOC conducted a 4 week time study, resulting in adjustments to case weights, day values, and year values.
- 2010 – To align with the National Center for State Courts workload study of assistant district attorneys and district attorney legal assistants (then titled victim witness/legal assistants), NCAOC converted clerk filings counts and case weights to a same-day defendant based count to normalize the data among counties with varying data entry practices.
- 2012 – NCAOC, after consultation with the Clerk Resource Committee and Clerk Executive Committee, updated the clerk workload formula by adding allotted time per case for the following case-related activities:
  - District Civil – reviewing filings to determine if new motions fee is applicable
  - Superior Civil – reviewing filings to determine if new motions fee is applicable
  - Receipts Written – collecting motions fee on relevant filings
  - Special Proceedings – determining new 5<sup>th</sup> and 6<sup>th</sup> required foreclosure findings; running criminal background check for name change cases; conducting additional contested hearings
  - Estates – conducting increase in contested estates hearings
  - Juvenile – entering required data into J Wise
  - District Criminal – sending notices and making phone calls related to bond forfeiture motions to set aside
  - Superior Criminal – sending notices and making phone calls related to bond forfeiture motions to set aside
- 2014 – NCAOC, after consultation with the Clerk Resource Committee and Clerk Executive Committee, updated the clerk workload formula by adding allotted time per case for Special



Proceedings due to concealed carry permit checks that require a review of involuntary commitments records. Analysis of the impact of the following were determined to be largely offsetting (some increased time and some saved time): payNCticket, eCitation, and on-bench time reporting.

- 2016 – NCAOC, after consultation with the Clerk Resource Committee and Clerk Executive Committee, updated the clerk workload formula by making minor adjustments to day values and by adding allotted time per case for the following case-related activities:
  - Criminal Superior – completing additional required data entry into CCIS-CC.
  - Criminal District – completing additional required data entry into CCIS-CC.

#### District Court Judges

- 2007 – National Center for State Courts report set case weights, day values, and year values.
- 2010 – To align with the National Center for State Courts workload study of assistant district attorneys and district attorney legal assistants (then titled victim witness/legal assistants), NCAOC converted district court judge filings counts and case weights to a same-day defendant based count to normalize the data among counties with varying data entry practices. Also, minor adjustments were made to day value after consultation with a committee of the Association of District Court Judges.
- 2017 – NCAOC, after consultation with a committee of the Association of District Court Judges, increased the time allotted for impaired driving cases to reflect the increased complexity of those cases.

#### Magistrates

- 2007 – National Center for State Courts report set case weights, day values, and year values.
- 2010 – To align with the National Center for State Courts workload study of assistant district attorneys and district attorney legal assistants (then titled victim witness/legal assistants), NCAOC converted magistrate filings counts and case weights to a same-day defendant based count to normalize the data among counties with varying data entry practices.

#### Assistant District Attorneys and District Attorney Legal Assistants

- 2010 – National Center for State Courts report set case weights, day values, and year values for assistant district attorneys and district attorney legal assistants (then titled victim witness/legal assistants). The National Center for State Courts utilized a same-day defendant count for filings to normalize the data among counties with varying data entry practices.
- 2012 – NCAOC, at the request of the Conference of District Attorneys, adjusted the calculated need of assistant district attorneys to provide additional resources for supervision of assistant district attorneys and support staff in offices with a need of at least 7 assistant district attorneys. Additional supervision resources were added in offices with a need of at least 24 assistant district attorneys.

#### Superior Court Judges

- 2011 – National Center for State Courts report set case weights, day values, and year values. The National Center for State Courts utilized a same-day defendant count for filings to normalize the data among counties with varying data entry practices.

